**Using the Fleisch-Kincaid Readability Information in *Word***

1. You must adjust the “Settings” for Readability Statistics to appear:
   1. Click on the Office Button
   2. Click on “Word Options” button at bottom of dialog box
   3. Click on “Proofing” Link on left-hand side
   4. Check box “Show Readability Statistics” under “When correcting spelling and grammar in Word”
2. Click on the “Review Tab”
3. Click on “Spelling & Grammar” icon in the Proofing Group
4. Go through the “Spelling & Grammar” proofing, and at the end the Readability Statistics will appear.

